

14 March 1979

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74-0443

MEMORANDUM FOR: Chairman, Information Handling Committee, NFIB

VIA : CIA Member, IHC

FROM : H. C. Eisenbeiss
Director of Central Reference

SUBJECT : Community Bibliographic and Document Retrieval Study

File: IHC
central reference

1. This memorandum, per your request, comments on the working paper discussed with you on 8 March. I have not in these comments dealt with the overall approach as such because that was the principal subject of the extended discussion.

2. The fundamental premise (paragraph 2a) is not in my view a "given." For some purposes, direct on-line access is not the most efficient and desirable process, and it is even more frequently not the most cost-efficient. This, however, is a minor objection in terms of the draft, but I would still replace it with something like: "Access to a common bibliographic data base of intelligence documents handled electrically is highly desirable."

3. Paragraph 2c mentions, albeit briefly, open source materials. The CIA proposal to the IHC largely ignores this source which is enormous in size and which is terribly fragmented in terms of how much of it is of interest to how many analysts. The cost of control and the implication of resources in handling open source materials is a separable can of worms which I would prefer not to have involved in the IHC study. Indeed, insofar as your study deals with the CIA proposal, a flat exclusion of open source materials would probably be a good idea in terms of informing potential customers of what they might be getting into.

4. Paragraph 2d as stated will scare off some possible customers because it includes only limited recognition of (a) the fact that no index will "retrieve references to all extant intelligence information (conceptually such precision is impossible), and (b) the establishment of a central bibliographic file will not eliminate the need for specialized files for specific programs. Inclusion of both ideas would tend to keep the potential users' expectations within reasonable bounds and eliminate the fear that their own highly specific problems would still be amenable to treatment within house. Paragraph 2e tends to do this but the subject of 2e is slightly different than the concerns that 2d raised.

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5. Paragraph 2f clearly implies that acceptance of the CIA proposal will save resources by cutting out lots of existing things. I am inclined to believe the implication. However, there is some chance that supply of non-extant service can result in increased costs as people make use of something that they have not been able to make use of before. I am concerned that savings not be the exclusive goal of the centralized service--it might prove to be a false goal!

6. I agree with the general statements in paragraph 3 that the IHC has established a need for a very broad standing bibliographic reference system. I would tend, however, to make that discussion briefer or avoid discussion of it. A long discussion tends to raise definitional problems that will complicate progress.

7. The terms of reference in the working paper address an approach that would start with a major review of existing systems and requirements rather than with a response to the CIA proposal--the approach agreed upon at the 8 March meeting. Consequently, paragraphs 4b through 4i should be revised to direct the work of the task group to be established more specifically towards an evaluation of the CIA proposal's feasibility and desirability. Such revised terms of reference should be framed so that they channel the task group's work into an analysis of the CIA proposal--not of the total spectrum of available and potential systems. Unless the terms of reference are so focused, there is a danger that the task group will become mired down in a discussion of a myriad of alternative approaches to a Community bibliographic index and document storage retrieval system. If the CIA proposal is acceptable in part or in toto, then we can move logically into a study of implementation. If the CIA proposal is not acceptable, the reasons for its rejection can serve as the basis for the identification of an acceptable system.

8. OCR is in the process of collecting relevant background documents on ADSTAR and RECON. These will be forwarded separately, hopefully by 16 March.

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H. C. Eisenbeiss

Distribution:

Orig & 1 - Addressee
1 - CIA Member/IHC
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2 - OP/OCR

WORKING PAPER ON COMMUNITY BIBLIOGRAPHIC AND
DOCUMENT RETRIEVAL STUDY

1. Background and Purpose of this Memorandum: The CIA has proposed "a study of the feasibility and desirability of adopting CIA's RECON bibliographic index and ADSTAR ... as a centralized Intelligence Community Bibliographic and Document Retrieval System, managed and operated for the Community by CIA." The IHC has approved, in principle, the undertaking of such a study and referred the matter to this Subcommittee to frame proposed terms of reference and a proposed plan of action for such a study. In order to do so, it is important that the Subcommittee address the question of whether or not a general consensus exists on certain fundamental assumptions which can be taken as starting points and then define the broad questions to be examined during the course of the study. Once this is done, a plan of action can then be devised which is designed to address the problem. It is the purpose of this memorandum to suggest the fundamental premises upon which the proposed study should proceed and to suggest the formulation of the questions to be addressed in the course of the study. If a reasonable consensus can be reached on these matters, then we will be in a better position to consider the methods to be employed and to estimate the resources which will be required to conduct such a study.

2. Fundamental Premises: The proposal deals with a combination of two distinct systems which are logically linked, but are divisible and should be assessed both individually and in combination. One is the creation of a communitywide all-source automated index file of intelligence products, and other available published intelligence information. The other is the establishment of a central community micrographic document storage, retrieval and distribution system.

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Ideally both systems would be linked so that, once a set of references was obtained from a search executed on the bibliographic system, a request could be entered and the requested documents would be automatically retrieved from the micrographic document storage and retrieval system and immediately transmitted electrically to a terminal easily accessible to the requester, where the documents could be scanned and selectively reproduced in hard copy format.

There are no serious technical obstacles to the design and implementation of such a system, but there are resource requirements in the form of time, money and manpower involved which constrain the adoption of a program to implement such a system, particularly if it was not designed so that it would displace some portion of existing resources now being expended for similar purposes. Therefore, recommended systems must be developed on the basis of phased implementation.

Given the above limitations, the following can generally be agreed upon:

a. The most efficient and desirable method of storage, retrieval and dissemination of current intelligence information is the electrical form with direct on-line access provided to all who require it.

not so held

b. The cost of on-line storage and retrieval of all intelligence information in electrical form with unlimited direct access is not economically feasible either now or for the foreseeable future.

power

c. There will, therefore, be a need for the foreseeable future for providing means of storage and retrieval of intelligence information in non-electrical form and the most efficient form for this is micrographic, (except in the case of open source literature which is not originally published in micrographic form.)

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d. It is desirable that there be either a single or a discrete combination of a limited number of bibliographic index files, readily accessible to all Community analysts, with an effective and easy to use mechanism for indexing and searching the same, to the end that, by employing a well defined search strategy, an analyst can be assured, with a high degree of confidence, that he will retrieve references to all extant intelligence information held by the Community dealing with the subject matter of the search.

yes but

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of the basic requirement. In addition to recommending the creation of such a system, the task group identified specific issues which require resolution (a copy is attached hereto) and made certain other findings, observations, and conclusions which should be utilized in formulating the terms of reference for and in the conduct of the study.

4. Proposed Terms of Reference:

a. The study will proceed based upon the assumptions set forth above, unless and until it is determined, in the course of the study, that modification of the premise is required.

b. Although the CIA proposal will provide a central focus for the study, the study should result in a comprehensive analysis of the document storage and retrieval problem as it relates to Washington area components of the Intelligence Community generally.

c. Consideration will be given to including in the study related bibliographic systems outside the Washington area, such as the FTD CIRC System and any requirements which may exist for access to such a system originating outside the Washington area.

d. Since a phased implementation is assumed and any new system or systems must be built on and relate to existing Community systems, the first task will be to build a baseline of pertinent information concerning existing Community bibliographic and document storage and retrieval systems, automated and non-automated, hard copy, micrographic and electrical, including existing means of access thereto.

e. Requirements which are being met by existing systems will be analyzed and stated and perceived requirements which are not presently completely satisfied will be developed, based upon utilization statistics, information developed in the course of the IHC analyst support study, SAFE and ADSTAR studies and documentation, and the expert opinion of other information specialists and expert analysts from the various components of the Intelligence Community. Projections of these requirements into the 1980-1985 time frame will be made.

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Preliminary Suggestions For A Means Of
Carrying Out Bibliographic Study

1. The study can be accomplished in a reasonable time and within available resources if it is undertaken by a government Task Group, chaired and provided staff support by IRO and further supported by a contractor funded by IRO.

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2. D/IRO will be the nominal Chairman of the Task Group. Lt. Col. [redacted] assisted as required by DD/IRO, and [redacted] Chief, Policy and Planning, IRO will provide staff support and Lt. Col. [redacted] will chair most working sessions of the Task Groups, unless the presence of D/IRO is required. The Task Group will be composed of representation of CIA, DIA, NSA, INR, CSPO, COINS PMO, Navy? Army? Air Force? FTD? *FSTC* *DOE*

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3. The Task Group will be the vehicle through which the first phase of the study will be conducted. It will probably need to break down the work into sub-tasks and organize working groups within each agency to produce the baseline information and perform other tasks such as examination of technical questions which will arise in the course of the study. The Task Group will pursue the study through the requirements definition phase.

4. Despite the fact that the Task Group and Working Groups will be responsible for most of the work during the first phase, limitations on the extent of staff support which can be provided by IRO Staff make it advisable to also provide contractor support during this phase. Since we wish to proceed expeditiously and it would be impractical to try to provide this type of support in a timely fashion by letting a completely new contract, it will be necessary to utilize an existing task order contract presently funded through IRO with ICA. During the first phase, a new contract will be developed for the conduct of the second phase of the study, which may or may not involve ICA.

5. The second phase of the study will be primarily conducted by a contractor, supervised and guided by D/IRO with the advice of the Task Group which will review the work of the contractor during the process of the study and will review and make recommendations concerning the form and substance of the final report before it is presented to the IHC.

TRANSMITTAL SLIP		DATE
TO: Mr. May CIA Member, IHC <i>early 4/2</i>		
ROOM NO.	BUILDING	
REMARKS: <i>[Signature]</i> <i>1000/000 J</i> <i>IHC</i> <i>File</i>		
FROM: <i>1</i> /OCR		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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